

Panel of Managers and Collaborators Provide Wisdom from Their Experiences

Mark Emery, Fairfax County Public Schools
Moderator

Office of Program Administration and Accountability
21st Century Community Learning Centers (21st CCLC) Grant
New Coordinator Institute
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Mark's Top Ten

1. **Visit your program often.**
2. Keep your eye on the bouncing ball.
3. Attend every training offered by VA DOE.
4. Become BFF with your Finance Technician/ Manager – at least until the end of the grant.
5. Expedite monetary transactions & payments for your partners.
6. Engage your partners early and often.

7. Never, ever fail to keep the Principal informed.
8. Establish a detailed line of communication with all involved parties.
9. Learn your acronyms: OMEGA, APR, ALERT, SSWS, PPICS, GMD, CREP, SOL, VAAP, VGLA.
10. Review the Goals and Expectations of the Grant.

Susan's Top Five

1. READ THE GRANT

- Know it inside and out

2. Make a calendar of important dates:

- Program events
- Reporting requirements
- VDOE trainings/conferences

3. DOCUMENT, DOCUMENT, DOCUMENT

- Keep records – what happened and WHY
- Site Visit in Year II

4. FINANCIAL MANAGMENT

- Be familiar w/ your budget
 - Know what's allowable
- Know purchasing procedures
 - Allow time for bids
- Things change
 - Budget Amendment
 - Program Amendment

5. PLAN FOR THE UNEXPECTED

- 3-year grant
 - Line up substitute staff
 - Partners and staff will come and go
 - Make sure you're prepared for short and long term absences
- Find backup resources for substitution
- Be prepared to train and re-train

Tyrell's Top Five

1. Detailed documentation for Onsite Monitoring
2. Be innovative with recruiting Middle School Students
3. Make sure everyone involved in the grant knows the grant (not just staff)
4. Keep your relationship with school district as close as possible
5. Work with the individuals at the Department of Education

PANEL MEMBERS

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